

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name	<u>HARAF, WILLIAM</u>
Expense Dates	<u>04/20/10-05/03/10</u>
Total Expense Amount	<u>1438.14</u>
Amount Due Employee	<u>576.34</u>
Form ID	<u>TEA000653398</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/21	Gasoline	38.84	
2)	04/26	Taxi Fare	104.00	
3)	04/26	Parking, Auto	16.00	
4)	04/29	Parking, Auto	16.00	
5)	04/30	Parking, Auto	16.00	
6)	04/30	Lodging	177.50	
7)	04/30	Parking, Auto	30.00	
8)	05/03	Gasoline	30.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by: _____

JAMES D DONG

Travel & Expense Account

Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Mtg w/ 04/20/10		Auto Rental	44.58	Direct Charge
Regular Travel	Mtg w/ 04/21/10		Auto Rental	44.58	Direct Charge
Regular Travel	Mtg w/ 04/21/10		Gasoline	38.84	Cash
Regular Travel	Milken Conf 04/26/10		Commercial Air Fare	313.40	Direct Charge
Regular Travel	Milken Conf 04/26/10		Taxi Fare	104.00	Cash
Regular Travel	Milken Conf 04/26/10		Bridge Tolls	4.00	Cash
Regular Travel	Milken Conf 04/26/10		Parking, Auto	16.00	Cash
Regular Travel	Milken Conf 04/26/10		Mileage, Personal Auto	36.00	Cash
Regular Travel	FRB CBA Trip 04/29/10		Auto Rental	0.00	Direct Charge
Regular Travel	FRB CBA Trip 04/29/10		Commercial Air Fare	154.70	Direct Charge
Regular Travel	FRB CBA Trip 04/29/10		Parking, Auto	16.00	Cash
Regular Travel	FRB CBA Trip 04/29/10		Mileage, Personal Auto	18.00	Cash
Regular Travel	FRB CBA Trip 04/29/10		Lunch	10.00	Cash
Regular Travel	FRB CBA Trip 04/29/10		Dinner	18.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Auto Rental	105.26	Direct Charge
Regular Travel	FRB CBA Trip 04/30/10		Commercial Air Fare	154.70	Direct Charge
Regular Travel	FRB CBA Trip 04/30/10		Parking, Auto	16.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Bridge Tolls	4.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Mileage, Personal Auto	18.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Breakfast	6.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Lunch	10.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Incidentals	6.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Lodging	177.50	Cash
Regular Travel	FRB CBA Trip 04/30/10		Parking, Auto	30.00	Cash
Regular Travel	FRB CBA Trip 04/30/10		Dinner	18.00	Cash
Regular Travel	Sacto Trip 05/03/10		Gasoline	30.00	Cash
Regular Travel	Sacto Trip 05/03/10		Auto Rental	44.58	Direct Charge

Travel & Expense Account Summary

DATE	Thu Apr 29	Fri Apr 30	Fri Apr 30							TOTAL
Auto Rental (d)	0.00	105.26								105.26
Commercial Air Fare (d)	154.70	154.70								309.40
Parking, Auto	16.00	16.00	30.00							62.00
Mileage, Personal Auto	18.00	18.00								36.00
Lunch	10.00	10.00								20.00
Dinner	18.00	18.00								36.00
Bridge Tolls		4.00								4.00
Breakfast		6.00								6.00
Incidentals		6.00								6.00
Lodging		177.50								177.50
TOTALS \$	216.70	515.46	30.00							762.16

[illegible]

Travel & Expense Account Summary

WILLIAM HARAF

04/20/10-05/03/10

SF DFI April - May Sacramento and Los Angeles

Direct Charge Total - 861.80

Net Due Employee = 576.34

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Sacto Trip	74.58
Regular Travel	FRB CBA Trip	762.16
Regular Travel	Milken Conf	473.40
Regular Travel	Mtg w/ Senator	128.00

NOTE: (d)=Direct Charge

[illegible][illegible]